

**BALTIMORE COUNTY PUBLIC SCHOOLS
APPLICATION FOR USE OF SCHOOL FACILITIES**

INSTRUCTIONS

1. Read carefully the Rules and Regulations on the reverse side.
2. Type or print neatly and firmly with ballpoint pen so that final copy is legible.

APPLICATION (For Applicant Use Only)

| GROUP/ORGANIZATION | | | | | | SCHOOL REQUESTED | | | | | | |
|---|------|-------|--------------|--------------------|------------|---|------------|-----------|-----------|-------------------------------|-------------------|-----------------|
| | | | | | | | | | | | | |
| DESCRIPTION | | | | | | DATE(S) OF ACTIVITY (Mo./Day/Yr.) | | FROM/TO | | ESTIMATED ATTENDANCE | | |
| | | | | | | | | | | | | |
| GROUP REPRESENTATIVE/LEADER | | | | | | ADDRESS | | | | TELEPHONE | | |
| | | | | | | | | | | | | |
| TIME REQUIRED | | | | | | FACILITIES REQUIRED | | | | | | |
| Day of Week | Open | Close | No. of Weeks | Approx. Hrs. Daily | Total Hrs. | No. of Classrooms | Auditorium | Gymnasium | Cafeteria | Multi Purpose or Special Room | Grounds (Specify) | Other (Specify) |
| MONDAY | | | | | | | | | | | | |
| TUESDAY | | | | | | | | | | | | |
| WEDNESDAY | | | | | | | | | | | | |
| THURSDAY | | | | | | | | | | | | |
| FRIDAY | | | | | | | | | | | | |
| SATURDAY | | | | | | | | | | | | |
| SUNDAY | | | | | | | | | | | | |
| TOTAL HOURS REQUIRED > | | | | | | <i>USE OF KITCHEN MUST BE APPROVED BY THE OFFICE OF FOOD AND NUTRITION SERVICES</i> | | | | | | |
| OTHER SERVICES REQUESTED (Check those that apply) | | | | | | | | | | | | |
| AIR CONDITIONING | | | AUDIO | | | LIGHTING | | | OTHER | | | |
| | | | | | | | | | | | | |

AFFIRMATION

We, the undersigned, being duly authorized representatives of the above organization, have read and agreed to the rules, regulations, guidelines, and meet the insurance requirements governing use of school facilities and will abide by and enforce same.

SIGNED:

1. _____
ADDRESS TELEPHONE NO. DATE

2. _____
SUPERVISOR/COMMITTEE LEADER ADDRESS TELEPHONE NO. DATE

PERMIT (For School/Office Use Only)

Signatures required

Recommended Not Recommended

| | | | |
|--|------------|--------------------------|--------------------------|
| School Administrator _____ | Date _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| Office of Maintenance and Grounds _____ | Date _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| Office of Engineering and Construction _____ | Date _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| Office of Risk Management _____ | Date _____ | <input type="checkbox"/> | <input type="checkbox"/> |

Insurance Certificate/Letter Indemnification and Insurance Requirements Use of Facilities Fee Charges Worksheet

Office of Operations _____ Date _____
 Approved Disapproved

COMMENTS: _____ **TOTAL AMOUNT CHARGED \$** _____

Distribution: WHITE-School Principal YELLOW-Group/Organization PINK-Office of Operations GOLDENROD-Building Operations Supervisor

Rules, Regulations, and Guidelines Governing Use of Baltimore County

Public Schools Facilities and Grounds

1. The Board of Education of Baltimore County encourages the use of school facilities and grounds for civic, educational, recreational, and charitable purposes when such use does not interfere with the Board's educational programs. **The Board of Education reserves the right to revoke any permit, which has been issued to a group or agency; this includes programs where the use of the facility interferes with the Department of Physical Facilities' projects.** Permission for use of a facility and/or grounds may be immediately revoked if the urgent need for use of a facility and/or grounds for school activities or educational purposes arises, or rules concerning no trampolines, gambling, alcohol, drugs, obscene or abusive language, tobacco use, or these and other pertinent rules are violated. The use of a facility and/or grounds will be restricted to those areas identified and approved by the Office of Operations; activity in areas other than those approved areas is strictly prohibited and will result in the permission to use the facility and/or grounds being immediately revoked. The applicant has the obligation to provide notice of cancellation to the school at least seventy-two hours in advance. If the activity is cancelled after the custodian has arrived for duty, a minimum of four hours of employee time will be assessed as a cancellation fee.
2. The facilities and/or grounds are not to be used for the personal financial gain to any individual or group.
3. Activities must be open to the public at all times.
4. The organization using the facility must accept the total responsibility for providing adequate supervision of all people involved in the activity. Custodians and/or other school personnel shall not be required to assume responsibility involving supervision of participants.
5. The Board reserves the right to determine the eligibility of a non-profit organization for use of facilities and/or grounds. The Board also may refuse the use of any facility and/or grounds if it appears, in the opinion of The Office of Operations, likely to provoke or add to a public disturbance.
6. The sponsoring organization and each individual and/or organization requesting the use of Board property, facilities, and/or grounds, specifically agrees for themselves, those organizations they represent, and/or those entities involved in the use of school facilities and grounds that they individually and jointly shall indemnify, hold harmless, and defend the Board and its elected and appointed officials, consultants, agents, and employees from any and all loss, damage, liability, or expense (including attorney's fees) that may arise from or be caused in any way by any and all uses, users, use, activities, or occupancy of the facilities, property, and/or grounds owned and operated or maintained, by the Board. Upon request of any employee of the Board, the sponsoring organization and/or the individuals involved in this application for use of Board of Education property, facilities, and/or grounds shall provide proof of adequate liability insurance coverage. **Refer to the attached Insurance Requirements for the Use of Facilities by Organizations for specific insurance requirements. The document must be signed by an authorized representative, certificate/letter of insurance attached, and returned to the school administrator with this application.** The failure to provide proof of adequate liability insurance coverage at least ten (10) days prior to the use or occupancy shall be grounds for immediate termination of any right or privilege to use Board of Education property, facilities, and/or grounds. The sponsoring organizations and the individuals making application for this use specifically agree to reimburse the Board of Education for any and all repairs or liability (other than normal wear and tear) that become necessary as a result of this use of facilities.
7. The fees charged for use of a facility and/or grounds will depend upon the user, circumstances, and details of such use. Fees and other decisions will be determined in accordance with rules and guidelines in the Use of Facilities Manual and the most recent Table of Charges and energy (air conditioning) fee. Fees for usage and air conditioning may change at any time and without advance notice.
8. Applicants shall assume all responsibilities for admission and sales taxes if and where applicable.
9. Approval of an application specifically excludes use of machines, furniture, equipment, or storage space. Such use must be expressly requested and granted in writing. Access to the Automatic External Defibrillator in school and office buildings is not guaranteed.
10. The Board of Education reserves the right to require adherence to special administrative rules unique to the facility requested.
11. The sponsoring organization shall leave the facility in the condition in which it was first entered. Failure to do so may result in immediate revocation of usage permit.
12. Private and/or non-profit organizations must attach proof of insurance as well as IRS verification of 501(c) (3) status.